



S P E R R I N
INTEGRATED COLLEGE

MAGHERAFELT

**PARENT
HANDBOOK**

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Principal's Foreword

It is with great pleasure that I welcome you and your child to your new school community.

Sperrin Integrated College was established in 2002 following parental demand for integrated education in the Mid-Ulster and surrounding districts. Sperrin College educates pupils from all traditions and abilities in a 'caring environment where there are respectful working relationships at all levels.' ETI 2015.

We strive to promote equality of opportunity for all pupils, a desire for learning and encourage partnerships with parents, to ensure all pupils reach their full potential. Our approach to learning focusses on pupils developing the necessary dispositions required to pursue educational excellence; therefore, our College motto is, '**Pursuing Excellence Together**'.

The integrated ethos is an integral part of our College life and permeates all aspects of the school. Our intake reflects the truly integrated nature of our College with a religious balance of the pupil population one of the best of all integrated schools in Northern Ireland. This religious balance is also reflected in the governance, leadership team, and staff at Sperrin College.

Integrated Education at Sperrin College offers pupils an enriching experience by providing them with opportunities to develop not only their own cultural identity but also to share and learn from their peers. Our pupils develop a deep understanding of the richness of cultural and religious diversity by working alongside, in the same school, those of different views and faiths.

Pupils are provided, within the curriculum and the extra-curricular programme opportunities that cultivate their understanding of themselves and others. Our pupils develop confidence and self-worth and have respectful attitudes to others.

Our curriculum and learning experience, engages pupils by making relevant connections to teenage life and the world of work. Assessment for and of learning rests at the heart of what we do and is crucial in helping us move our pupils forward in their learning. In evaluating the learning experience, we utilise the pupil and parent voice, this ensures the curriculum is fresh and relevant to all our learners needs and the needs of the economy.

Our staff continuously develop their skills to respond to the ever-changing landscape of education. We create a stimulating learning environment where academic study and intellectual pursuits are cherished and valued. We recognise and develop the unique potential of each individual pupil ensuring that stretch and challenge is coupled with the necessary support. This in turn enables our learners to become questioning, independent, reflective young people who can appropriately use their knowledge to understand, interpret and interact with today's society.

I look forward to meeting you and your child and believe that your child will cherish the rich educational opportunities they will receive here at Sperrin College, as we, 'Purse Excellence Together.'



Principal

B. Ed (Hons), PQH(NI) M Ed.

Section One Induction Programme

The following programme of events will support new pupils to Sperrin College to, settle in, make friends and prepare them for their work.

Event	Details								
P7 Welcome Video	Can be viewed from Friday 5 th June 2020 School Website www.sperrincollege.com and School Facebook Page								
Parent Information Video	Can be viewed from 5 th June 2020 School Website www.sperrincollege.com								
Cognitive Ability Tests (CATS)	Monday 17 th August 2020 (Group 1) -9.00am – 1.00 pm								
Class Banding tests	Tuesday 18 th August 2020 (Group 2) - 9.00am – 1.00 pm <i>Parents are to provide transport to and from school.</i>								
Provisional Dates for First Day	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Monday</td> <td style="width: 15%;">24th August</td> <td style="width: 15%;">Year 8 (Group 1) 9.00- 12 noon</td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td></td> <td>Year 8 (Group 2) 1.00-3.25</td> <td></td> </tr> </table>	Monday	24 th August	Year 8 (Group 1) 9.00- 12 noon				Year 8 (Group 2) 1.00-3.25	
Monday	24 th August	Year 8 (Group 1) 9.00- 12 noon							
		Year 8 (Group 2) 1.00-3.25							
Welcome and Induction	<i>Parents are to provide transport to and from school and a snack for their child. Pupils should present in full school uniform.</i>								

Our School Day

Time	Period	Extra-Curricular Activities
9.00-9.15	Registration with Learning Tutor	After School Sport: Teams and Training Panels Rugby Gaelic Football-Boys and Girls Netball Hockey Other examples of extra-curricular activities for Year 8 include: Science Club-After school Eco-Club-Lunchtime Ignite 'Christian Union' at Lunchtime Drama Club-After school Debating and Public Speaking Society ICT Coding Club Literacy activities in Library-Lunchtime <i>All extra-curricular activities will take place in line with DENI regulations regarding COVID-19 and may not run in term one.</i>
9.15-10.07	Period 1	
10.07-11.00	Period 2	
11.00-11.15	Break	
11.15-12.07	Period 3	
12.07-12.55	Lunch Junior School	
12.50-13.40	Period 4	
13.40-14.33	Period 5	
14.33-15.25	Period 6	

***Provisional School Calendar**

Parents are advised that due to COVID-19, there will be a 'new normal' for all schools in August and September. Teaching and learning arrangements will most likely be on a rota basis, using a blend on face to face teaching and home-schooling.

Term One - Autumn/Winter Term
Monday 24th August 2020– Tuesday 21st December 2020(inclusive)

Monday 17th and Tuesday 18th August: CAT Tests: Year 8 ONLY

Monday 24th August -Friday 28th August 2020: All Year 12 and Year 14 in school for Full-time teaching week.

Day	Date	Year Group in attendance/Detail
Monday	24 th August	Year 8 Induction 2 groups: Group 1: 9.00-12 noon Group 2: 1.00-3.25 Year 12 and Year 14: Full Day
Tuesday	25 th August	Year 9 Induction 2 groups: Group 1: 9.00-12 noon Group 2: 1.00-3.25 Year 12 and Year 14: Full Day
Wednesday	26 th August	Year 10 Induction 2 groups: Group 1: 9.00-12 noon Group 2: 1.00-3.25 Year 12 and Year 14: Full Day
Thursday	27 th August	Year 11 Induction 2 groups: Group 1: 9.00-12 noon Group 2: 1.00-3.25 Year 12 and Year 14: Full Day
Friday	28 th August	Year 13 Induction 1 group: Group 1: 9.00-12 noon Year 12 and Year 14: Full Day
Monday	31 st August	Bank Holiday -School Closed
Tuesday	1st September	All year groups in school on a 2 -week rota: 1 week in school ,1 -week home-learning. (subject to change)
Friday	2 nd October	Staff Development Day (SDD)1 No pupils in school
Monday-Friday	2 nd November-6 th November	Halloween Holidays: School Closed
Tuesday	21 st December 2020	Christmas Holidays: School Closed from 12 noon

Term Two - Spring Term
Monday 4 January 2021 – 26th March 2021*Junior School // 31st March 2021*Senior School

Day	Date	Year Group in Attendance/ Detail
Monday	4 th January 2021	All pupils return to school
Wednesday	20 th January 2021	Open Night (1) 12 noon finish for all pupils
Thursday	21 st January 2021	Open Night (2): SDD 2 No pupils in school
Friday	22 nd January 2021	SDD 3: No pupils in school
Monday - Friday	15 th – 19 th February 2021	Half Term Holidays: School Closed
Wednesday	17 th March 2021	Public Holiday: No Pupils in school
Friday	26 th March 2021	Last day of Term for Junior School
Monday-Wednesday	29 th March -31 st March (inclusive)	Compulsory Easter School for All Year 11-14
Thursday-Friday	1 st April – 9 th April (Inclusive)2021	Easter Holidays: School Closed for all Pupils

Term Three - Summer Term
Monday 12th April 2021 – Wednesday 30 June 2021

Monday	3 rd May 2021	Bank Holiday: School Closed
Tuesday	4 th May 2021	SDD4
Friday	28 th May 2021	SDD 5
Monday	31 st May 2021	Bank Holiday: School Closed
Wednesday	30 th June 2021	12 noon finish

Year 8 Curriculum: Teaching and Learning:

Pupils will study the following subjects in Year Eight:

Art and Design, Drama, **English**, French and a range of taster languages, (Spanish, Irish, Polish and Ulster Scots in term 3), **Geography**, Home Economics, **History**, Information Communication Technology, **Learning for Life and Work** (incorporating Citizenship, Personal Development and Employability), Mathematics, **Music**, Religious Studies, **Physical Education**, Science and **Technology and Design**. This will be delivered through a 6 Period day, two- week timetable, with a break in the morning and another for lunch.

Equipment

Pupils are expected to be prepared for all classwork. Pupils should be well equipped for school every day with.

*Due to the COVID-19 pandemic, pupils **will not be allowed** to share equipment and must always have the following equipment for their own personal use.*

A clear transparent pencil case:

- Pens – Black/Blue/Red/Green
- Pencil(s)
- Colouring Pencils
- Ruler/Rubber/Sharpener
- Calculator
- Protractor/Mathematics Set
- Homework Diary (School will supply the diary)
- Art and Design Resources -colouring pencils, water colour palette and brushes.

Class Banding

Assessments in English and Maths are carried out in August (17th or 18th August 2020). These will be used along with primary school data to determine the class group/set your child will be in. There are five Class Bands where pupils are taught for most their subject. Practical classes are banded 6 ways to allow for lower numbers in Home Economics and Technology and Design. This is for Health and Safety reasons.

Banded Groups

Group/Band	Class Code
Grammar Band	G 1
Grammar Band	G 2
Top Band	T
Middle Band	M
Supported Band	S

Assessments: *Known as Assessment Points (AP's)*

All pupils at KS3 will complete 2 Key Assessments throughout the year. These Assessments will take place at the following times:

Month/Time	Assessment Type
December	Formal Examinations
May/June	Formal Examinations

Teachers will provide pupils with details of these assessments in advance. **Movement between ability bands will be reviewed at the end of each academic year.**

Communication on Academic Progress

Year 8 pupils will sit assessments/examinations throughout the school year and two written reports are provided to parents. An interim report is completed after AP1 (normally January) and a more extended full written report is provided at the end of the academic year. Parents will be invited to school for a Parent Teacher meeting once in the school year.

Due to the COVID-19 Pandemic the Parent Teacher Meeting dates have not been published as it is unclear if schools will be permitted to run the meetings.

Expectations of Work and Presentation

All pupils at Sperrin are expected to work to the best of their ability and contribute to all lessons. Good presentation (including handwriting) is a very important aspect of pupils' work.

Presentation of Class and Homework

Pupil's work should:

- Be completed on time.
- Be to the best of the pupil's ability.
- Have a title and date.
- Be written in blue or black pen and use colour when this is necessary to aid presentation.
- Be checked for spellings, punctuation and good grammar.
- Have diagrams drawn in pencil and ensure they have a box drawn around with a title.
- Where appropriate ICT may be used to complete work.

Presentation of Books

Pupils are expected to:

- Keep all books free from stickers and graffiti.
- Ensure all exercise books are backed.
- Ensure exercise books are clearly marked with their name and subject.

Homework

Homework is an essential element when developing skills to become an Independent Learner. All pupils are required to complete homework. Outlined below is the recommended amount of time spent on Homework each school night for each year group:

Year 8: 1 – 1½ hours per school night
Year 9: 1½ – 2 hours per school night
Year 10: 2 – 2½ hours per school night

Year 11: 2½ hours or as required per the demands of GCSE
Year 12: 2½ hours or as required per the demands of GCSE
Year 13/14: As required per the demands of AS/A Level

If no formalised homework has been set pupils should spend the allocated time, revising and reading over notes from the day's lessons.

Lesson Monitor

All staff use Lesson Monitor on SIMS to record incidents of No Homework.

The Homework Diary

- Pupils are expected to carry their diary to all classes. They should place the diary on the desk at the beginning of each lesson.
- A **replacement Homework Diary costs £5.00** and can be purchased from the School Office.
- If a pupil forgets his/her Homework Diary the Learning Tutor should be informed at Registration and a 'Diary Sheet' will be given for the day.

The following procedure will be followed if pupils do not submit homework on time within a four-week period.

Failure to Produce Homework	Action
1 st time	A note in Homework Diary with a parent signature required. Homework should be completed for next lesson.
2 nd time	As above – plus Break Time Study
3 rd time	As above – plus After School Study

Note: Persistent problems with homework will result in a Parental Interview, Homework Report or compulsory attendance at Homework Club.

Parents are asked to sign the Homework Diary once per week.

Additional Learning Needs

At Sperrin, we aim to be proactive and identify pupils with Special Educational Needs as early as possible. Support for pupils will be given in as integrated a setting as possible **within the normal classroom environment**. Therefore, for most pupils with an identified special educational need, these needs can be met within the normal class setting through effective teaching and learning strategies and delivered via differentiated teaching tasks as set out in the schools banding structure. (The full NI Curriculum is delivered to all teaching Bands)

A small number of pupils with special educational needs will receive additional support. This support can take several forms including support within the classroom in the form of a Learning Support Assistant. (Stage 5 pupils only)

Year 8 Special Educational Needs Register -Code of Practice Stage 5

A pupil who has been admitted to Sperrin College at Stage 5 on the Code of Practice will automatically be placed on the Special Educational Needs Register. An IEP will be drawn up and monitored over term one and two. A review meeting will take place annually.

Year 8-Stage 1-4 Pupils on the Code of Practice

Pupils on Stage 1-4 of the Code of Practice make an application to Sperrin College using the normal transfer process. Parents who are considering entry for their child to Sperrin College are advised to consult with the school prior to processing a transfer form, seeking advice first from, the Principal and SENCO of Sperrin College.

At the point of entry parents/guardians have a responsibility to inform Sperrin College of any special educational needs. (Academic/Social and Emotional and Behavioural issues/Cognitive Difficulties) This is done by using the 'additional information' section of the data collection form. A copy of the latest IEP, Educational Psychology Report (EA) and any Professional Evidence of a diagnosed condition or difficulty must be provided.

Please note: Private Educational Psychology Reports or Private Reports for Dyslexia or any other issue will not be considered as professional evidence of a Special Educational Need.

Year 8: Special Educational Needs Register: Code of Practice Stage 3 or 4

A pupil who has been admitted to Sperrin College and already has been at Stage 3 or 4 on the Code of Practice from primary school will automatically be placed on the Special Educational Needs Register. An IEP will be drawn up and monitored over term one and two.

Year 8: Special Educational Needs Register -Code of Practice 1 or 2

A pupil who has been admitted to Sperrin College and are at Stage 1 or 2 on the Code of Practice from primary school **will not** automatically be placed on the Special Educational Needs Register. Parents are advised to discuss the issues with the SENCO prior to the start of the academic year to determine the individual needs of the pupil.

Monitoring Year 8-During term 1 and 2 Sperrin College teachers closely monitor the progress of all Year 8 pupils. If a teacher has a concern, this will be raised with the SENCO. The SENCO will then gather evidence of the concerns and determine if the pupils name should be placed on the Special Educational Needs register.

The House System and Rewarding Excellence

At Sperrin, we operate a House System based for Rewarding excellence in various aspects of school life. Every pupil at Sperrin College is an automatic member of one of four Houses. These Houses are named after the Sperrin Mountains and the Moyola River.

House Name	House Motto	Colour
Gallion	Togetherness	Yellow
Sawel	Excellence	Blue
Dart	Perseverance	Red
Moyola	Pursuit	Green

During the year, the school runs competitions, quizzes, debates and sporting events where pupils can compete and win additional house points. Every pupil will be expected to wear a house badge. At the end of the school year, the House Winners will be Rewarded the House Shield.

Sport and Teams at Sperrin College

As an integrated school our pupils compete and participate in a wide variety of sporting leagues and competitions. Every child will be given the opportunity to learn different sports and acquire new skills. The school has many teams at all age groups and levels. If your child is interested in being selected for a team, then they must commit to the training programme after school. Mr Lynn is the Head of Physical Education and he co-ordinates all the Sport within the school.

Music Tuition, Dance and Drama

Sperrin College pupils receive tutoring in school in a wide variety of musical instruments, voice and singing coaching. Mrs Mackle is the Head of Music and she coordinates with the tutors from the Education Authority Tuition Service. If you want your child to start to play an instrument or to continue to progress through the grade system, a form can be completed in August. There is a charge for all tuition.

Extra-Curricular Competitions

Every teacher seeks opportunities for pupils to showcase their talents by participating in external competitions such as Art, Poetry, Public Speaking and other subject based projects.

Travel and Experiential Learning

Sperrin College pupils are offered opportunities to travel to other countries and experience other cultures through educational visits. The pupils also get the opportunity to participate in a Ski trip. (Every two years) The school's main charity partner is Habitat for Humanity and pupils participate in building homes for this organisation in different countries in Africa and Asia.

Behaviour for Learning

Principles

- 1 At Sperrin Integrated College we aspire to provide the highest standards in effective teaching and learning. This can only be met when standards of behaviour create an atmosphere where learning can take place. Therefore, we expect high standards of behaviour from all.
- 2 The teaching staff at Sperrin delivers effective well-prepared lessons, where expectations of pupils are appropriately high, work is differentiated as per pupil's needs, all pupils are challenged and supported as necessary, and homework is carefully set and constructively marked.
- 3 The College provides a supportive environment where everyone feels safe and valued. We seek to promote an atmosphere where teachers and pupils can express their cultural and religious views in a way that will help others learn, understand and respect differences.
- 4 The College's enrichment programme provides opportunities for pupils to develop a sense of self-esteem, respect for others, self-discipline and responsibility.
- 5 The College actively promotes good manners and respect towards all.
- 6 The Reward and House System embraces and rewards excellence in all aspects of school life.
- 7 At Sperrin those pupils who do not comply with the code of conduct or breach the school rules will be dealt with in accordance with the "Level Approach". The policy will be followed fairly, appropriately and consistently.
- 8 At Sperrin, pupils who need support to follow the school policy on positive behaviour will have opportunities to set targets to achieve this.

The Code of Conduct

Our Code of Conduct is designed to promote harmony and the efficient and safe functioning of the community.

Pupils are all expected to:

- Be helpful, tolerant and respectful towards everyone in the Sperrin community.
- Behave with courtesy and in a manner, which reflects well on themselves and on the College.
- Avoid behaviour or comments which could lead to any distress.
- Make sure that their appearance does credit to the uniform and the College.
- Be punctual.
- Respect both the property and environment of the College.
- Show consistency and common sense in observing the rules.

Respect rests at the core of our school's ethos and affects the ways in which we relate to others.

- Pupils should always wear their uniform properly and comply with the School Uniform Policy.
- Good manners and courtesy should always be shown.
- Abusive or threatening language of any kind is not acceptable.
- Violence of any nature is not acceptable.
- Staff and visitors should be shown courtesy.
- Any form of bullying is unacceptable. Taunting and verbal or physical abuse, and other forms of victimisation, whether inside or outside the classroom, are totally against our ethos.
- Remarks deemed to be homophobic, racist, sexual, or offensive about culture, religion, special educational needs or disability will **not** be tolerated.
- Equally cyber bullying (on social media websites, mobile phones, text messages, photographs and email) is totally unacceptable.

Sperrin aims to provide a safe, secure environment in which all pupils take pride.

- Mobile phones should not be used at school.
- Chewing gum should not be brought to school.
- Correcting fluid is not permitted; it will be provided if necessary.
- Graffiti is **not** acceptable on desks, bags, books, or any other item.
- Pupils **must not** bring alcohol, tobacco, vaping materials or drugs into the premises or anything which may cause harm.
- Sperrin College operates a Non-Smoking Policy (includes vaping).
- Litter **must not** be thrown down at any time. Food should only be consumed in the Canteen.
- The college operates a Healthy Eating Policy. Fizzy drinks are not permitted. Glass bottles must not be brought to school.
- We discourage pupils from buying hot food on the way to school. It **must not** be brought onto the college site. The School Canteen opens at 8.30am, for breakfast.
- All school property should be treated with respect. **Theft is not acceptable.**
- An excellent attendance and punctuality record for school and class is expected.
- Movement in and around the college grounds should be safe and orderly. **Pupils must not be in the Out of Bounds areas.**
- **Pupils must comply with instructions from Staff.**

Health and Safety

Exercise common sense when engaged in any hazardous activity and observe the rules which apply to laboratories, workshops, sports facilities and other specialist teaching rooms and areas. All medication required during the College day should be kept in the First Aid Room or Office.

Respect for property

Any deliberate damage to, or defacement of, College property, whether accidental or through carelessness, is unacceptable and should be reported without delay to the Learning Tutor, Year Head or to the Head of Department of the specialist area concerned. A charge will be made for any damage which is deemed to be the fault of the pupil. Borrowing school equipment without permission is unacceptable and will be regarded as theft. This is deemed a serious matter and sanctions will apply.

Care of personal property

The College does not accept any responsibility for your child's personal property and **parents are advised to ensure valuable items are not brought to school**. Special arrangements are made for the safe keeping of musical instruments in the Music Room. All personal property should be marked clearly with the pupil's name. **The college is not liable for loss or damage to personal property.**

Classroom Procedures

- Pupils should line up in an orderly manner outside their classroom. Pupils should only enter a room when instructed to do so by a member of staff.
- Pupils should go to their allocated desk and place their books, equipment and homework diary on the desk.
- Pupils are expected to actively engage in all lessons, follow teacher instructions, work hard and strive to improve their performance.
- Pupils who are preventing the teacher from teaching and others from learning will be subject to school disciplinary procedures.
- Homework should be recorded in the diary.
- Pupils should pack up when instructed by the teacher.
- Pupils are to go directly to their next class or to the allocated area.
- Pupils are not allowed to leave classrooms during lessons, unless directed to do so by the teacher.

Break and Lunchtime Procedures

- School bags must be placed on the external shelves or outside the classroom of the next class at the beginning of Break and Lunch.
- Food should not be consumed anywhere other than the Canteen.
- No pupil should leave the school grounds without permission.
- Pupils are **not** allowed in areas that are Out of Bounds.
- Pupils should avoid contact that may cause injury. **Play fighting is not permitted.**
- If the duty staff deem a game or action unsafe then the game must stop at their request to do so. Failure to comply with a request will result in removal from the playground.
- All accidents must be reported. Medical assistance should be sought if necessary.
- Pupils can be removed from the playground for a period of time if their behaviour during break/lunch time causes a concern.

Expectation of Conduct on the way to and from school

- Pupils are expected to show a high level of behaviour when commuting to and from school.
- Pupils must carry their bus pass always and show it to the bus driver.
- School Disciplinary Procedures apply when pupils are in school uniform or on a bus when travelling to and from school.
- Translink have the right to withdraw a pupil's bus pass either for a short period or permanently if a pupils' behaviour is unacceptable. Other sanctions will be given from the school in the event of poor behaviour on the bus or at the depot.
- Pupils should travel home **only** on their allocated bus.
- Pupils should board the bus safely following the instructions of the Duty Teachers.
- Pupils should remain seated. If seatbelts are fitted, they should be worn.
- Courtesy should be shown to the bus driver and their instructions followed.

- The bus should not be damaged in any way.
- Pupils should not shout, misbehave, throw items, leave litter or in any way annoy others.
- Pupils should not rap windows or in any way communicate with any members of the passing public.
- Pupils should thank the driver when they get off the bus.
- Pupils should ensure they leave the bus safely.

Prefects should be given respect and their instructions followed. Prefects report all negative bus behaviour.

Detention System

The College operates a Detention System for pupils who do not adhere to the School Code of Conduct. Acceptance of a place at the school means acceptance of the school's sanctions and policies.

Detention	Example of Misdemeanour
Break Detention (11am – 11.15am)	<ul style="list-style-type: none"> ▪ Defiance towards staff ▪ Missed Homework ▪ Talkative /Disruptive of others ▪ Poor class conduct ▪ Disrupting Learning ▪ Playground misconduct ▪ Breach of uniform code
Lunch detention	<ul style="list-style-type: none"> ▪ Persistent poor class conduct ▪ 2 x missed Homework's ▪ Negative whole school conduct
After school (Wednesday) 3.30 pm – 4.30 pm	<ul style="list-style-type: none"> ▪ 3 x missed Homework's ▪ Persistent negative conduct ▪ Persistent poor class conduct ▪ Disrespect towards staff / pupils ▪ Inappropriate use of whole school facilities ▪ Persistent lateness
Principals detention (Friday) 3.30 pm – 4.30 pm	<ul style="list-style-type: none"> ▪ Serious breach of school rules

* This is not an exhaustive list

Serious Misconduct

Serious misconduct by pupils may be liable to either fixed-term or exclusion (suspension). These sanctions are reported to the Education Authority.

Pupil Contracts

To support a pupil who displays serious misconduct, the pupil may be required to sign a Pupil Contract setting out the targets for improvement in their behaviour and/or work. Breach of such a contract normally results in a temporary exclusion. As part of this support they will also be encouraged to see the School Counsellor.

ICT Acceptable Use Policy

All pupils have access to the College computer network, enabling them to use standard applications (word processing, spread sheet, database etc.) as well as online facilities such as the Internet and electronic mail. Every pupil is issued with a username, password and an e-mail address at the start of their College career. Pupils are encouraged to make use of ICT facilities in support of their studies. To ensure that ICT usage is safe, responsible and conforms to the Behaviour for Learning Policy guidelines are put in place for every pupil. Parents and Pupils are required to sign an ICT acceptable use policy agreement.

Attendance, Punctuality and Appointments

If your child is absent because of illness, the School Office should be contacted by telephone or email as soon as possible on the first day of absence. A text message will be sent home informing parents/guardians. Upon returning to the College a letter/note confirming the reason for the absence from a parent/guardian should be handed to the Learning Tutor. If your child has been injured or taken ill during school hours you will be informed. The Head of Year will decide on whether your child needs to see a member of the first aid staff. Attendance which falls below 85% will be automatically be referred to the Education Welfare Service (EWS)

Text Service

We operate a school texting service. Parents will be contacted via our texting service to inform them that their child is not present at Registration.

The Parent App and Email Communication

All parents new to Sperrin College will be required to provide the school with an email address for communication purposes. The school uses an App called 'Parent APP' which all parents will be required to download onto their mobile phone. The school will send emails and text messages via the app. In addition, parents can access their child's timetable and attendance records using the App.

Punctuality

All pupils are expected to arrive to school and to class on time. Pupils are expected to be at line up for Registration or Assembly at 9.00am. Pupils will receive a late mark if they are late for registration or have arrived after registration. Pupils must report to their Learning Tutor if they are late, then go to their class.

Late to school

Pupils who are late to school **three times within one term** are required to do an After-School Detention. *(Pupils who are late due to buses or have a reasonable excuse for lateness are exempt from this).*

Garage/Shops

As the main road is very busy, parents are recommended NOT to allow their children to cross the road to the shop at the garage at any time. This is for the safety of all children. Children must NOT shop in Lidl before school because there is no safe pedestrian access to their car park. Once children have entered the school gate, they should not go out again until home time. We also recommend that hot food or fizzy drinks are NOT purchased at the garage in the morning. Pupils are NOT allowed to bring such items onto the school grounds.

Late to class

Pupils who are late to class (without a genuine reason or a note from a teacher) will have a note written in their Homework Diary. *Three "lates" within one term will result in After School Detention.*

Appointments

Parents/Guardians are recommended to make medical and dental appointments outside school hours. If this is not possible, pupils are required to bring the appointment card and a letter from their Parent/Guardian giving permission to leave school. This letter should be given to the Learning Tutor at registration in the morning. The **Learning Tutor** will inform the **Year Head** who will fill out the signing out book.

Before a pupil leaves school, they **must** report to the office and **sign out**. If a pupil is returning to school, they **must** report to reception and **sign in**. It is essential for Child Protection reasons for staff to be aware of who is present in school or off site.

Medicines

If your child needs to take medicine at school a parent **must** send a letter explaining dosage etc. to the **Learning Tutor**. The Learning Tutor will leave the medication in the school office. *The only exception is an inhaler for asthma.* Pupils are not permitted to bring medication to school in any other circumstances. Pupils are to report to the Medical Room/office to take their medication.

Nut Product Free School

We have several pupils in our school community with a severe nut allergy. Pupils are **NOT** permitted to bring nuts or any food that contains nuts to school. **Please check packaging for ingredient list.**

Mobile Phones

The college accepts that mobile phones are an important part of pupils' lives, however we have a strict Mobile Phone Policy to which all pupils must adhere. If your child wishes to carry a mobile phone to school, you must fill in the Mobile Phone Proforma. The College is not liable for loss or damage to such equipment.

Mobile phones **must not be used** at any time during the school day. Phones are to be kept in a pupils' blazer in the inside zipped pocket. In the event of a child needing to ring home they should go to the School Office. Permission will be given for them to use their mobile phone or the Administration Staff will make a call for them. Phones must be kept in the inside blazer pocket (zipped up) throughout the day. **Parents should not contact their child by mobile phone during the school day.** Parents can send a message via the school office to their child if required.

Section Two

Roles and Responsibilities

The school is led by four Senior Leaders including:

The Principal

The Principal is Mrs Heron. She provides leadership and the strategic management of the school.

The Vice Principal

The Vice Principal is Mrs Chambers. She has both pastoral and curriculum oversight and management of the school.

Teaching and Learning Leader

Mrs Monaghan is the Teaching and Learning Leader. She has overall responsibility for the Quality of Learning and Teaching at Sperrin.

Data, Assessment and Timetable Leader

Mr Small is the Leader in charge of Data, Assessment and Timetable. He also has overall responsibility for ICT across the school.

The school also has various teachers leading both Curricular and Pastoral areas including:

1. Heads of Department

Every subject area has a middle leader with responsibility for Achievements and Standards, Quality of provision and management of the Department.

2. The Year Head

Miss Giboney is Head of First Year. Miss Giboney provides leadership and support to the Learning Tutor and pupils within this Year Group. She monitors academic progress and learning for pupils in Year 8.

3. The SENCO

The Special Educational Needs Co Coordinator at Sperrin leads the Learning Support Team and makes provision for pupils with additional needs. The SENCO is Miss McKenna.

4. Safeguarding and Child Protection Team

Sperrin College has a primary responsibility for the care, welfare and safety of the pupils in our charge, within a safe environment. The principles and philosophy which underpin our work with children are those set out in the 'UN Convention on the Rights of the Child' and enshrined in the Children Order (NI) 1995. We have a clear Child Protection Policy and follow the regional procedures to safeguard children in our care. All staff are trained annually in Child Protection procedures.

Our Child Protection Team are:

- Mrs Chambers – Vice Principal - Designated Child Protection Teacher
- Mr Davies, Mrs Monaghan & Mr Small are the Deputy Designated Child Protection Teachers
- Mrs Heron– Principal – She is informed of all matters relating to Child Protection

Anti-Bullying Policy

We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. **Bullying behaviour will not be tolerated at Sperrin College. Bullying can prevent pupils from achieving their potential and therefore is not acceptable in our school community.** It is everyone’s responsibility to prevent bullying and to deal with it promptly and effectively. It is the aim of the college to take a proactive approach to bullying behaviour. We aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an Anti-Bullying culture in our school.

Counselling Service

The college has a School Counsellor who comes to the college each week to support those who require help. Pupils can talk to **any teacher** if they wish to avail of this service.

College Uniform

Sperrin College has a distinctive uniform of which pupils take pride in. Our pupils are ambassadors for the college in the community and it is essential that **all** pupils adhere to the complete Uniform Code. **Acceptance of a place at the college requires full pupil & parental support for the College Uniform Code.** The wearing of college uniform is essential on the way to and from the college and for official events. This includes hair styles being kept tidy and not extreme both in colour and style for both boys and girls. The Uniform Code is made up of the items below. **The official suppliers to the school are RA Cuddy and Sportique Magherafelt. No other supplier stocks official school items.** Unless special permission has been granted you must wear the correct uniform on the College premises when attending College functions or when representing the College. The uniform consists of:

Compulsory Uniform	
Navy Blazer (with Badge) *	
Grey skirt (The school style with kick pleat) * or Dark grey trousers*	
Navy V-Neck jumper with sky blue stripe*	
White shirt	
Dark grey socks (knee length)/Black opaque 60 denier tights/Black socks (Male pupils)	
School clip on tie*	
Plain black leather/leatherette shoes (no trainers/or black converse/canvas type shoes)	
Plain navy or black coat- No Logos	
P E Compulsory	PE Compulsory
Navy Blue Skirt / Shorts	
Girls PE Top with school Logo (<i>Only available from the official school suppliers</i>)	Boys PE Top with School Logo (<i>Only available from the Official School Suppliers</i>)
Knee Length Navy Socks	
Trainers	

Items marked with an Asterix are only available from the school suppliers

<ul style="list-style-type: none"> Pupils are not permitted to wear make-up at KS3. Pupils will be asked to remove any excessive makeup.
<ul style="list-style-type: none"> Hairstyles - For Health and Safety reasons, long hair must be kept firmly under control. Extreme hairstyles are not permitted (shaved, or part shaved hair). No haircut shorter than a number 2 is permitted, Mohican styles or extreme colours/part colour.
<ul style="list-style-type: none"> Undergarments – Pupils are not permitted to wear coloured garments under their school blouse/shirt. This includes sports tops of any type.
<ul style="list-style-type: none"> Jewellery – Wristwatch is permitted. All other jewellery is not permitted including any type of piercing. All earrings including new piercings will be asked to be removed.
<ul style="list-style-type: none"> Outdoor coats – Plain navy or black coat is permitted (No logos of any kind permitted).
<ul style="list-style-type: none"> School scarf only is permitted.
<ul style="list-style-type: none"> Headscarves (If worn for Religious reasons – such as the Hijab) Must be Plain Navy Only
<ul style="list-style-type: none"> School Bag – Strong rucksack or holdall.
<ul style="list-style-type: none"> All pupils are strongly advised to have a gum shield and shin pads for Sports. When representing any school team, approved school kit only must be worn.

You may be entitled to assistance in purchasing uniform clothing. Please contact the School Meals section of EA and make the request using the relevant form.

Labelling Uniform and P.E. Kit

Pupils **MUST** ensure that **all** items of clothing including footwear are clearly marked with pupil's name and class and they **MUST** take all items belonging to them home (**including P.E. kit**).

Transport

- The Education Authority (EA) is responsible for accessing eligibility for transport assistance in line with the Department of Education (DE) criteria. Parents must log on to the EA website and follow the link 'Home to School Transport' and make their child's application via this portal. Applications will be open on Tuesday 16th June 2020 from 12pm. It is the responsibility of the Parent/Guardian to ensure their child holds a valid bus pass or payment for travel by bus.

Bus Routes

Area	Route Number	Time	
Kilrea, Killygullib Orange Hall, Tamlaght O'Crilly	116	8.00am	Bus drops pupils off at front of school.
	116	8.05am	
	116	8.25am	
Maghera Town, Movie House Cinema	111	8.15am	Bus drops pupils off at front of school.
	111	8.28am	
Draperstown Toners Shop	112	8.40am	Bus drops pupils off at St Mary's bus stop. Pupils walk the short distance down into school.
Tobermore Spar Shop	112	8.45am	Bus drops pupils off at St Mary's bus stop. Pupils walk the short distance down into school.
	111	8.35am	
Desertmartin Spar Shop	111	8.40am onwards	Any bus coming from Draperstown/Tobermore travels through Desertmartin. Bus drops pupils off at St Mary's bus stop. Pupils walk the short distance down into school.
	112		

Cookstown Campbells Auction Rooms	110	8.15am	Bus drops pupils off at front of school.
Ardboe Old Cross, Ballinderry, Ballyronan, Magherafelt	89	7.50am	Bus drops pupils off at the Flax Inn. Pupils walk the short distance to school.
Carnan Corner, Ballinderry, Ballyronan, Magherafelt	89	7.55am	Bus drops pupils off at the Flax Inn. Pupils walk the short distance to school.
Strouds Corner, Ballinderry, Ballyronan, Magherafelt	89	8.00am	Bus drops pupils off at the Flax Inn. Pupils walk the short distance to school.
Kinturk, Ballinderry, Ballyronan, Magherafelt	89	7.50am	Bus drops pupils off at the Flax Inn. Pupils walk the short distance to school.
Portglenone Main Street, Bellaghy Main Street, Castledawson Main Street, Magherafelt	127 127 127	7.55am 8.10am 8.18am 8.25am	Bus drops pupils off at St Mary's bus stop. Pupils walk the short distance to school.
Antrim Bus Centre, Steeple Estate, Prestons Shop, Randalstown Main Street, Toomebridge Main Street, Hillhead, Castledawson Main Street, Magherafelt	110 110 110 110 110 110 110	7.40am 7.42am 7.45am 7.55am 8.10am 8.20am 8.25am	All buses travelling from Antrim town take this route. There will be several buses travelling from Antrim town to Magherafelt in the morning time. All buses will stop at the bus stop just outside St Mary's Grammar School. Pupils will walk the short distance to school.

In the afternoons at 3.25pm the following procedures will apply:

Please note: These buses are colour coded as detailed below.

Bus	Area	Route Number
Antrim Direct	Antrim Town ONLY/Connection Bus *Pupils travelling on this bus MUST have a school issued pass.	110
Depot	All other areas: Maghera, Upperlands, Kilrea, Desertmartin, Tobermore, Draperstown, The Loup, Coagh	111, 112, 116, 127

Cookstown	Moneymore, Cookstown	110
Castledawson, Toome, Randalstown	Castledawson, Toome, Randalstown *Pupils travelling on this bus MUST have a school issued pass/Travel Pass	110
Carnan Corner	Ballyronan, Ballinderry, Kinturk, Ardboe	89

If pupils stay for After School Activities

Area	Route Number	Time	
Maghera/Kilrea	116/111	5.15pm	From Magherafelt Bus Centre.
Desertmartin/ Tobermore/ Draperstown	112	5.35pm	From Magherafelt Bus Centre.
Cookstown	110	5.25pm 6.25pm	From Magherafelt Bus Centre.
Ballyronan/Ballinderry PLEASE NOTE: FINAL STOP FOR THIS BUS IS DUFF'S CORNER	89	5.45pm	From Magherafelt Bus Centre.
Castledawson/ Bellaghy/ Portglenone	127	5.00pm 6.00pm	From Bus Stop opposite school and Magherafelt Bus Centre.
Castledawson/ Toomebridge/ Randalstown/Antrim Bus Centre	110	5.35pm	From Bus Stop opposite school and from Magherafelt Bus Centre.

School Meals

School Meals are available to all pupils at Sperrin in our Canteen. Breakfast is served from 8.20am and snacks may be purchased at Break Time. Free School Meals will be provided to those who are entitled to them. If your child has not previously received Free School Meals and you think he/she may be entitled to them, please request a form from the EA Meals Service. Pupils who do not wish to avail of the School Meal service may bring a packed lunch.

Healthy Eating/Healthy Breaks

The promotion of Healthy Eating is very much part of our whole school approach to the health and wellbeing of our pupils. We aim to work in partnership with parents to help support pupils in this area. A healthy diet and lifestyle promote better learning and has huge benefits both physically and emotionally for pupils. We encourage pupils to:

- ◆ Eat a healthy breakfast prior to coming to school.
- ◆ Refrain from eating unhealthy fatty, sugary foods or drinks purchased on the way to school.
- ◆ Actively participate in P.E. lessons.
- ◆ Be active at Break and Lunch time by attending clubs or playing football/basketball.
- ◆ **Not** bring unhealthy snacks to school or onto the school premises – **Fizzy cans and energy drinks are not permitted in Sperrin College.**
- ◆ Purchase the healthy snacks and meals that are available in our Canteen daily.
- ◆ **Bring a reusable water bottle**- the College provides water fountains and encourages pupils to drink water to stay hydrated and healthy.

Biometric Catering System

The School operates an automated system for catering purposes using pupil's biometric information. Each child will use their biometric information i.e. their fingerprint to access payment for food in the canteen.

- Pupil's will access their canteen account by using a fingerprint reader at the till. When pupils pay for their food at the till point, the total amount will be calculated and deducted from the previous credit.
- Pupil's will use their "fingerprint" to access their account and will be able to credit notes and coins into the self- service machines.
- Pupils entitled to Free School meals will have the payment made automatically into their account.

Please note that the staff in the Refectory does not accept cash payments at the till.

We recommend that parents give their child a sum of £10 or automatically transfer using the ParentPay website, until pupils are shown how to use the system. Pupils entitled to Free School Meals will be credited automatically onto their account a sum of **£2.80** (daily). Additional credits can be added by the pupil using the biometric centres insert machines or using the ParentPay website.

ParentPay-Automatic Cashless Integrated Payment System

Sperrin Integrated College will use a new integrated cashless payment system from September 2020 for all school payments known as **ParentPay**.

For School meal payments:

Parents are requested to put credit on their child's account periodically throughout the year – using Parent Pay website or cash, using the cash insert machines in the school canteen.

Activity Report on Food Purchased

There is a facility to request an activity report on your child's account, which will give details of money credited and transactions made on food bought. The reports can be accessed on the **ParentPay** website which is linked to the biometric cashless system.

School Charges

Pupil Fund

The school requests that every parent contributes a fee towards the Pupil Fund. The amount payable/fee is outlined in a separate document given to parents annually. The pupil fund is used to pay for school diaries and prizes for pupils. This is a voluntary charge.

Practical Subject Charges

In order to pay for materials and ingredients for practical subject areas, **every pupil must pay compulsory fee in KS3.**

This fee (normally around £30 per pupil per year) must be paid in term one of each academic year.

House Badge

All pupils must wear their house badge as part of the uniform code, there is a fee of £2 for the badge.

School Trips and Additional Charges

Most school trips and day excursions will incur costs. These charges are to cover transport and entrance costs.

Parent Pay

All parents will be asked to use the **Parent Pay website** for all school payments and charges. As part of the induction process, new parents will be sent instructions as to how to log in to and register on the ParentPay website. Parents can check accounts and make payment using online banking.

Section Three - Parental Contact and Access to Sperrin College

As an Integrated School the importance of a positive working relationship with parents is fundamental to the core value of our ethos. The College has high expectations for every pupil and promotes the value of each pupil growing into maturity and having the ability to take responsibility for their actions. The College requires the continued support of every parent to provide a quality educational and caring environment for our pupils.

To ensure good communication and positive working relationships, parents must adhere to and follow our procedures on contacting and communicating with the school in the following ways:

1. Know the key personnel involved with your child i.e. Name of the Learning Tutor and Year Head.
2. Establish the nature of your child's issue before contacting the school and consider whether the child could discuss the matter with staff within the school structure.
3. Make first contact with the school by telephone and leave a message for the Year Head Miss Giboney on her answering service. **All our staff (including Pastoral Staff) have full timetables and will not** be contacted if they are teaching.
4. If you wish to speak to a member of staff, a pre-arranged appointment must be made by telephone. **Staff will not deal with parents who arrive to school without an appointment.**
5. When making an appointment please indicate who will be attending the meeting and in what capacity e.g. parent/relative etc.
6. An appointment slot of no more than 30 minutes will be given to any meeting.
7. The Principal will be available for meetings by prior request.
8. Parents may wish to contact the school in writing. In doing so they should address any correspondence to the named Learning Tutor, Year Head, Vice-Principal or Principal.
9. **The Vice Principal advises the Principal on any matters/concerns brought up by parents.**
10. We expect that in all dealings with school staff and by telephone all parents will be courteous. The school operates a Zero Tolerance approach to verbal or any kind of abuse. Please note that parents/Guardians who are abusive to any member of staff may have their licence to enter the school revoked. (See Access to and Barring of Individuals from School Premises Policy)
 - The Social Media Policy Agreement extends to all Parent/Guardians of pupils registered at the school. (See Social Media Policy Agreement)
 - The Data Protection Act 1998 and GDPR Act 2018 apply

Advice to Parent/Guardians to support your child's transfer to Sperrin College

Moving from primary to post-primary school is an exciting and significant event in the life of your child. It is an important milestone which, for many parents and teachers, marks a change in expectations regarding crucial life-skills such as independent working and self-organisation.

When a child starts at post-primary school they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before. The problem is that these skills do not spontaneously develop in children in the summer before they begin post-primary school – like reading and writing, they must be taught, and our children need support in developing them.

Most parents would like to help reassure their children, prepare them for these changes, and support them in developing the skills they need, but feel they lack the information and expertise to do so. For many of us our own experience of post-primary school is all we must go on. The top two worries that P7 children express (see the 'Top 10' Worry List) are social concerns. Although common, most children report that they are no longer worried about these after just one or two weeks at school!

If your child expresses these worries it is useful to tell them this, and to emphasise that everyone else will also be feeling anxious. As there will be many more children in Sperrin than in P7 and everyone has a good choice of friends and even children who move up with several children from their class tend to make new friends at Sperrin College.

Children's top ten worries about starting Post-Primary School

1. Being bullied.
2. Not making friends.
3. Getting lost.
4. Homework.
5. Not being able to do the work.
6. Getting to and from school (especially if it involves a bus journey).
7. Not having the correct books and equipment.
8. Not knowing what to do if there is a problem.
9. Not getting on with the teachers.
10. Getting into trouble.

Talk to your child about these worries or concerns and reassure them that they will make friends in time. The remaining worries are nearly all to do with the new organisational demands that they know will be placed upon them. Luckily these are the areas in which we can help the most. The Induction programme we host in Sperrin will address most of these issues.

What is different about your new school?

- Children often must travel further (some making their way to and from school independently for the first time – some travelling by bus).
- They must wear a full school uniform for the first time and have a whole list of new rules and regulations to remember. Including a clip-on tie.
- Instead of one teacher, who has often known them since their early years, they will be taught by up to 14 teachers and must get to know a whole range of adults in different roles within the school.
- The site will be much bigger, and children must find their way around, moving from classroom to classroom between lessons, often carrying their belongings with them.
- For the first-time children, may be fully responsible for ensuring that they have the correct books and equipment for different lessons, their dinner money, bus fare, PE Kit and equipment etc.
- Children will be given full responsibility for recording homework, completing it by the correct day and handing it in on time.
- There will be new lessons (e.g. French) and new variations on familiar ones (Science in a laboratory for example).
- Teaching and learning styles may be very different. Children may be expected to write more frequently and for longer, and they may be expected to select appropriate reference books from the Library/Websites.
- Break-time and Lunchtime will be organised differently with less adult supervision and children having a lot more independence in terms of getting back to lessons on time, buying their own snacks and lunches etc.

In general pupils are expected to be more independent, self-reliant and self-organised – a welcome development for many pupils but a challenge for some.

Key Tasks for Pupils

At Sperrin, we conducted a survey of the issues that First Year pupils were most concerned about when they transferred from primary school. The number one concern was transport – especially if a child must travel on the bus for the first time. Most pupils need to prepare to be more independent and below are the key tasks they must do:

- Get up on time.
- Get dressed, washed and ready to walk out of the door with everything they need.
- Leave the house to get to the bus-stop or to school on time.
- Be in the right place at the right time at the end of school.
- Go straight home.

- Know what to do if they are delayed for any reason.

Before your child starts Sperrin College

- Time the journey to school or bus-stop.
- Be sure your child is clear about what time they are expected to be home and what to do if they are held up for any reason.
- Make sure they know/have your contact numbers.
- Buy an alarm clock and make sure your child knows how it works. Test run it before the first day at school.
- Work out with your child what time they will need to get up to get to school on time. Work backwards from the time they need to be at school. Include all the things they will need to do.
- Agree a routine for the mornings and after school. Will they shower/bath in the morning or the evening? Will they get their school bag ready the night before or in the morning? Who will make the packed lunch? When?
- Agree a bedtime for school days with your child that will ensure they get enough sleep.
- Have a couple of practice runs. Set your child the challenge of getting up at the correct time and getting ready.
- Does anything need changing?

When they start Sperrin College

- If possible, be around for your child for the first few days/weeks and 'supervise'. Praise and encourage independence but be ready to offer a helping hand.
- Go through the routine regularly with your child – if necessary, provide a tick-list to help them. Remind them to always take their schoolbag/PE Kit of the bus/car in the morning.
- Insist on the routine being kept to – it will save you hours in the long run!
- Familiarise yourself with the information in this booklet and retain it for future reference.
- Familiarise yourself with your child's timetable and know when it is Week A or B
- Have a 'Book Box' with a folder for each subject area. Each folder should contain an exercise book, booklet or textbook for that subject.
- Be aware of the Key Staff who are involved in your child's life e.g. Form Teacher, Year Head.
- If your child has not settled in after the first month, please contact Key Staff using the procedures as outlined previously in this handbook.

